

WASHINGTON STATE UNIVERSITY
Sample Job Duties

Position Title

Employee Type	CS-Civil Service
Title/Title Code	Program Assistant/107M
Pay Range	32
Function/General Scope	Perform specialized technical/clerical duties in support of a program activity. Under general supervision, perform work requiring knowledge and experience specific to the program. Provide students, staff, program participants and/or the public with information and interpretation of policies and activities related to the program specialty. Compose written communications, and establish and maintain records relating to program operations.
Classification Requirements	High school graduation or equivalent AND two years of full-time clerical experience; OR equivalent education/experience.

Position Details

Position Summary	The focus of this position is to support the Teacher Preparation Program by the collection, management, and development of computer database of program participants. Track students from program admission to certification. Generate statistical data for various reports and surveys requested by the State of Washington.
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Job Duties

% of Time	Essential Function	Job Function	Duties
50	Yes	Program Database Support	<ul style="list-style-type: none"> -Gathers data and performs data entry using programs to include but not limited to OARS, SRTS, EMAS, and Filemaker Pro. -Makes DARS adjustments as requested according to approved policy. -Tracks requirements such as fingerprint clearances, OPP clearances, and other documents for all teacher preparation program students. -Updates admission to program database each semester; creates acceptance/rejection letters; merges new admits into main database. -Maintains contact and employment on graduates.

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		Program Database Support Cont.	-Assists with one-year follow-up survey; tabulates results and prepares statistical summaries.
25	Yes	General Program Support	<p>-Creates, drafts, and prepares a variety of forms and documents for the program.</p> <p>-Assists in preparing majors reports, advisors lists, admission packets, recommending lists etc.</p> <p>-Prepares affidavits prior to students leaving for advanced practicum and student teaching.</p> <p>-Maintains student membership database, and composes related memos/letters as requested.</p> <p>-Assists with duties relating to student teaching placement; prepares and tracks invoice vouchers for cooperating teacher/principals.</p> <p>-Posts grades on program check sheets.</p> <p>-Assists Director of Recruitment and Retention with Future Teachers of Color events.</p> <p>-Assists with large projects such as mass mailings, distributing materials associated with course work, internships, committee work and special events.</p>
15	Yes	Student Files	<p>-Updates and maintains student records both in the physical academic and confidential files and in the Student Services Database for students on all campuses.</p> <p>-Scans student files with an optical scanner; purges and electronically and/or manually archives files according to university retention schedules.</p>
5	Yes	Backup Duties	-Serves as back-up for Program Coordinator and Office Assistant to include, but not limited to, answering phones, receiving visitors, routing inquiries, scheduling appointments, preparing and distributing mail.
5	Yes	Other	-Performs other duties as assigned.

Supervisory/Lead Responsibilities

Incumbents may lead and direct the work of temporary hourly and student employees

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Position Qualifications

Classification Requirements	High school graduation or equivalent AND two years of full-time clerical experience; OR equivalent education/experience.
Position Specific Qualifications	
Preferred Qualifications	<ul style="list-style-type: none">-Experience working with student records.-Working knowledge of Microsoft Word, Excel, Outlook.-Experience with Filemaker Pro or similar database software.-Working knowledge of OARS, SRTS, and DARS.